

Threat/Security Incident Report

When a threat is made or a security incident occurs:

- Immediately contact law enforcement and follow their instructions.
- Save all physical evidence related to the threat for law enforcement.
- Complete this report as soon as possible after the incident.
- Submit this report to law enforcement, the head of the agency or department, and the district court administrator/chief judge.

Describe the incident or the exact wording used in making the threat. (Do not paraphrase.)

Did the person indicate what you were supposed to do in response to the threat? (Do not paraphrase.)

BOMB THREAT – Questions to Ask (Try to ask these questions and write down the exact answer.)

When is the BOMB going to explode?

Where is the BOMB going to explode?

What does the BOMB look like?

What kind of BOMB is it?

What will make the BOMB explode?

Did you place the BOMB?

Who were you trying to call?

What is your name?

What is your address?

How was the threat made?

☐ Telephone ☐ In person ☐ By mail
☐ Other: _____

Were any weapons used?

Time of Threat

☐ am ☐ pm

Date of Threat

Who made the threat?

Who do you think the person was?

☐ Male ☐ Female ☐ Adult ☐ Child

Telephone Threats

Caller's Voice

☐ Calm ☐ Lisp ☐ Disguised
☐ Angry ☐ Nasal ☐ Slurred
☐ Excited ☐ Raspy ☐ Accent: _____
☐ Slow ☐ Stutter
☐ Other: _____

Threat Language

☐ Irrational ☐ Well spoken ☐ Foul
☐ Incoherent ☐ Read message ☐ Taped

OTHER THREATS – Questions to Ask (Try to ask these questions and write down the exact answer.)

What is going to happen?

When is it going to happen?

Where is it going to happen?

Are you the one who is going to do it?

Why are you making this threat?

Who were you trying to call?

What is your name?

What is your address?

Background Sounds

☐ Voices ☐ Music ☐ Hospital
☐ Street noise ☐ Office ☐ Restaurant
☐ Children ☐ Factory ☐ Other: _____
☐ Animal noise ☐ PA system

Where did the threat/incident occur?

Phone number to which the call was made?

Phone number at which the call was taken?

Name of Person Completing Report

Position

Telephone Number

Date